

Maryland Department of Transportation Online Application Guide

It is recommended that you use the Google Chrome or the Mozilla Firefox browser when completing online applications.

1. Go to: <http://www.mdot.maryland.gov/Employment>
2. Click on: Online Employment Center - Current Recruitments



3. Scroll down the page until you see the alphabetical listing of job titles.

The screenshot shows a search results page with a table of job listings. Above the table, there are search filters for 'Software (1)', 'Web Design (1)', 'Trades (2)', 'Wetlands (1)', and 'Transportation (8)'. A search bar is present with the text 'Enter keywords (optional):' and a 'Go' button. Below the search bar, it says '28 records found.' and 'Page # 1 of 2'. The table has columns for 'Position', 'Department', 'Emp. Type', 'Salary', and 'City'. A red arrow points to the job title 'NEW! Accountant Supervisor II' in the 'Position' column.

Position	Department	Emp. Type	Salary	City
A' Repairman-Bus	Maryland Transit Administration	Full Time	\$16.85 - \$27.63 Hourly	
A Repairman - Electro-Mechanic ...	Maryland Transit Administration	Full Time	\$16.85 - \$27.63 Hourly	
A Repairman - Electro/Mechanic RCM	Maryland Transit Administration	Full Time	\$16.85 - \$27.63 Hourly	
A-Cleaner-Bus	Maryland Transit Administration	Full Time	\$11.29 - \$18.51 Hourly	02/2
NEW! Accountant Supervisor II	Maryland Department of Transportation	Full Time	\$48,920.00 - \$78,507.00 Annually	02/2
Administrative Adjudication Assistant Ma...	Maryland Vehicle Administration	Full Time	\$52,150.00 - \$83,726.00 Annually	02/1

4. Click on the job title for which you have an interest.

5. If you wish to submit an application, you may want to prepare your answers to any supplemental questions before starting the process. Click on the Supplemental Questions tab to view the questions. Answers can be prepared in a word processing program. You will be able to copy and paste your answers into the application.
6. When you're ready to submit your application, click on the Apply link.

Job Opportunities powered by
NEOGOV™

Job Title: OSH Compliance Officer III
Opening Date/Time: Wed. 01/29/14 12:00 AM Eastern Time
Closing Date/Time: Thu. 02/13/14 11:59 PM Eastern Time
Salary: \$43,153.00 - \$68,887.00 Annually
Job Type: Full Time
Location: Kent County
Department: Maryland Department of Transportation

[Print Job Information | Apply](#)

Description	Benefits	Supplemental Questions
<p><i>The current vacancy is located at the State Highway Administration in Chestertown, MD in Kent County. However, the resulting list of eligible candidates may be used to fill future vacancies for Occupational Safety and Health Compliance Officer III within the Maryland Department of Transportation (MDOT).</i></p>		

7. Click on the CREATE AN ACCOUNT link.
 NOTE: If you created an account earlier, here or at www.governmentjobs.com, you may sign in at this point.

Sign in to apply [Create an account](#)

[Forgot Username](#) | [Reset Password](#)
[Help & Support](#)

8. Complete the required fields and then click Create.

Create a new account [Sign in](#)

Minimum 6 characters with at least 1 number

9. When prompted to Import Your Resume, click on Skip This Step.

OSH Compliance Officer III

Job Details Apply

Resume

Info

Work

Education

Additional

Attachments

Questions

Review

Submit

Import Your Resumé

Save time by importing your information into our system automatically

Transfer from LinkedIn
Use your LinkedIn resume information for your new profile. You can edit this info later.

Upload from Computer
Supported file types: pdf, doc, txt

To manually fill in your information, you can [Skip this step](#)

10. Complete the following sections: Contact Information, Personal Information, & Preferences.

OSH Compliance Officer III

Job Details Apply

Info

Work

Education

Additional

Attachments

Questions

Review

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name

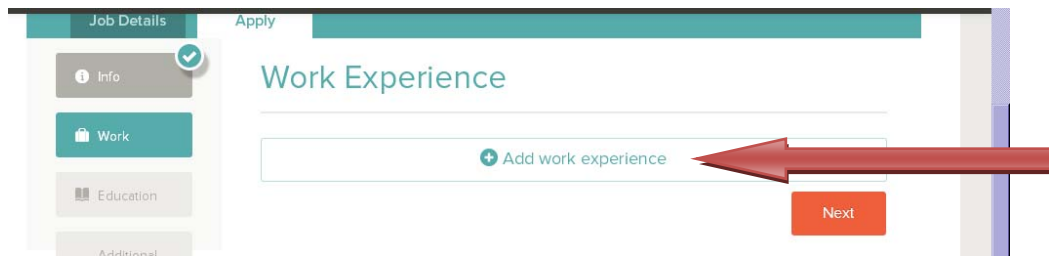
First M (Opt.) Last

Former Last (Optional)



11. Click the Next button located at the bottom of the screen.

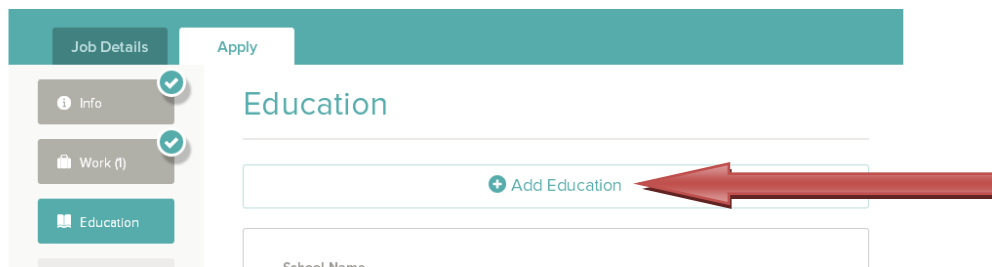
Next

12. Complete the Work Experience section. If you have NO work experience, click the Next button and skip to Step 18.
13. Click the + icon to add a new work experience.





The screenshot shows the 'Work Experience' section of the application. On the left, a sidebar contains 'Job Details' and 'Apply' tabs. Below them are buttons for 'Info', 'Work', 'Education', and 'Additional'. The 'Work' button is highlighted. The main area is titled 'Work Experience' and contains a large text input field with a '+ Add work experience' button. A red arrow points to this button. Below the input field is a 'Next' button.

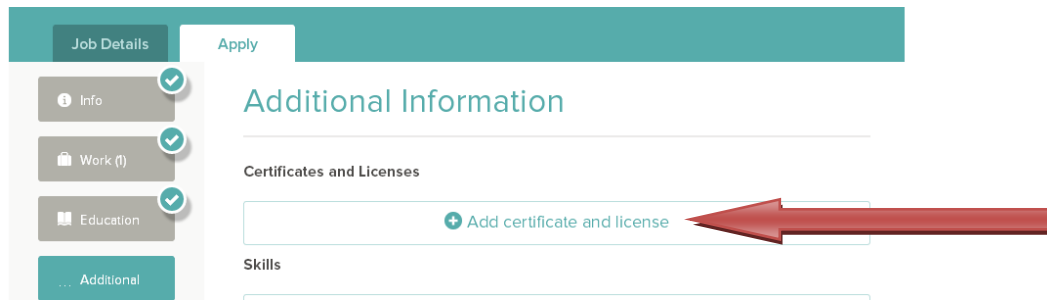
14. Complete the required fields.
15. Click the Save button. 
16. Repeat Steps 13 - 15 for each work experience record you have to add.
17. When all work experience records have been added, click the Next button. 
18. Complete the Education section. If you have NO education records to enter, click the Next button and skip to Step 24.
19. Click the + icon to add a new education record.



The screenshot shows the 'Education' section of the application. On the left, a sidebar contains 'Job Details' and 'Apply' tabs. Below them are buttons for 'Info', 'Work (1)', 'Education', and 'Additional'. The 'Education' button is highlighted. The main area is titled 'Education' and contains a large text input field with a '+ Add Education' button. A red arrow points to this button. Below the input field is a 'School Name' label and a text input field.

20. Complete the required fields.
21. Click the Save button. 
22. Repeat Steps 13 - 15 for each education record you have to add.
23. When all education records have been added, click the Next button. 

24. Complete the Additional Information section. If you have NO additional information to add, click the Next button and skip to Step 28.



25. Click the + icon to add new records.

26. Click the Save button to save each record.

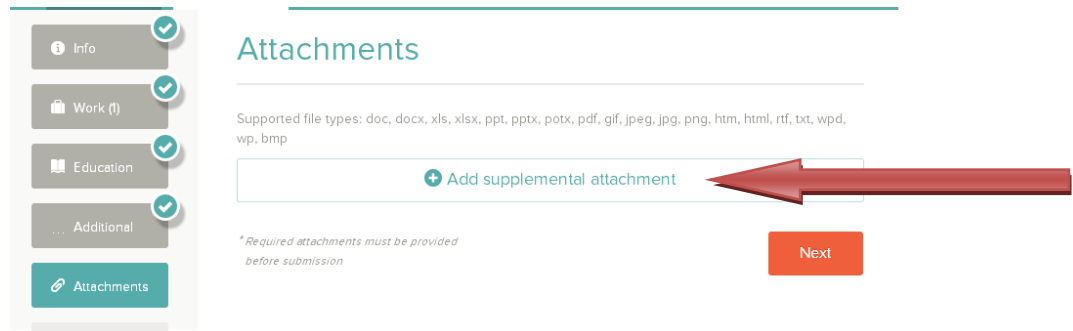


27. When all additional information records have been added, click the Next button.



28. Add Supplemental Attachments (e.g. resume, transcripts, veteran status documentation, etc.) If you have NO attachments, click the Next button and skip to Step 35.

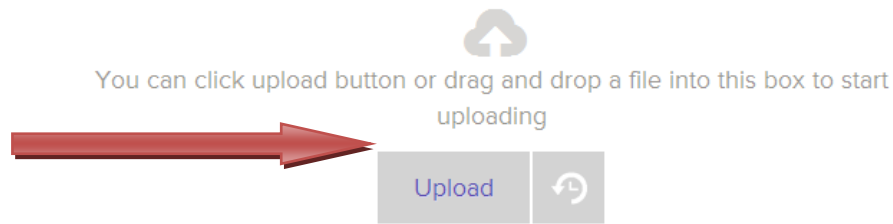
29. Click the + icon to add a new attachment.



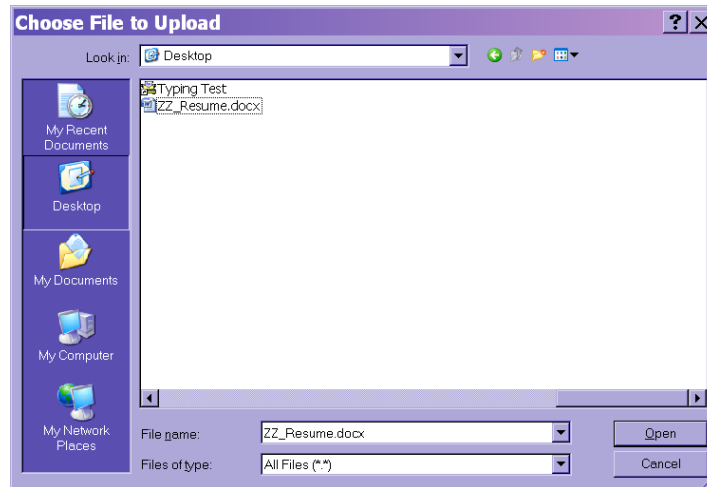
30. Select the attachment type (e.g. resume, cover letter, other).



31. Click the Upload button to select the file to attach.



32. Specify the location of the file to upload.



33. Click Open.
34. When all files have been attached, click the Next button.

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, potx, pdf, gif, jpeg, jpg, png, htm, html, rtf, txt, wpd, wp, bmp

Resume

Resume.docx

✕

+

Add supplemental attachment

** Required attachments must be provided
before submission*

Next

35. Complete the Agency and Supplemental Questions.

The screenshot shows the 'Agency Questions' section of the application portal. On the left, a sidebar contains a list of sections: 'Job Details', 'Apply', 'Info', 'Work (1)', 'Education', 'Additional', 'Attachments', and 'Questions'. The 'Questions' section is highlighted with a green checkmark. The main content area is titled 'Agency Questions' and contains a paragraph explaining the purpose of the questions. Below the paragraph, there is a question labeled '*01' asking for the last four digits of the user's Social Security Number. An 'Answer' input field is provided.

36. Click the Proceed to Review button.

Proceed to review

37. Review the information on your application. If you need to make a change, click the Edit button.

The screenshot shows the 'General Information' section of the application portal. On the left, a sidebar contains a list of sections: 'Job Details', 'Apply', 'Info', 'Work (2)', 'Education (1)', 'Additional', and 'Attachments'. The 'Apply' section is highlighted. The main content area is titled 'General Information' and contains a paragraph explaining that all fields are required unless they are marked as optional. Below the paragraph, there is a section titled 'Contact Information' with fields for 'Name' and 'Address'. The 'Name' field contains 'Mickey M Mouse' and the 'Address' field contains '123 Main Street'. An 'Edit' button with a pencil icon is located to the right of the 'Name' field, and a red arrow points to it.

38. Scroll to the bottom of the screen and click the Proceed to Certify and Submit button:

Proceed to Certify and Submit

39. Read the certification statement.

40. Click the Accept & Submit button.

Job Details **Apply**

Certify & Submit

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100. This provision does not apply to applicants for law enforcement positions pursuant to Labor and Employment Article, Section 3-702 (b) Annotated Code of Maryland.

I certify that all information contained in this profile is true and complete. I authorize the Maryland Department of Transportation to contact all sources and/or conduct a thorough background investigation, as necessary, to verify the information contained in this profile. I understand that any erroneous, misleading, or fraudulent information is sufficient grounds for rejection from the examination process, removal from the list of eligibles, withdrawal of an offer of employment, or immediate discharge.

YOU MUST BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES UNDER THE IMMIGRATION AND REFORM CONTROL ACT OF 1986.

By clicking the "Accept" button, I certify that I agree with these statements.

Decline **Accept & Submit**

41. You will receive a confirmation message.

Job Details **Apply**

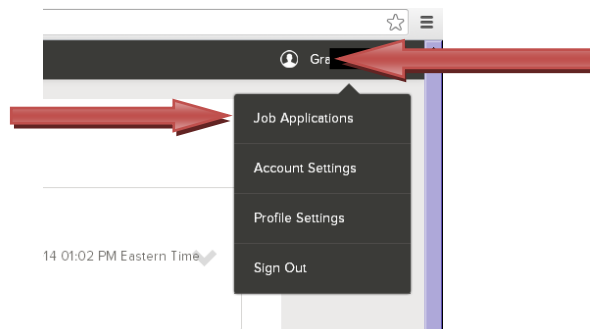
Application Submitted!

Successfully submitted on 2/10/2014 at 1:02 PM Eastern Time

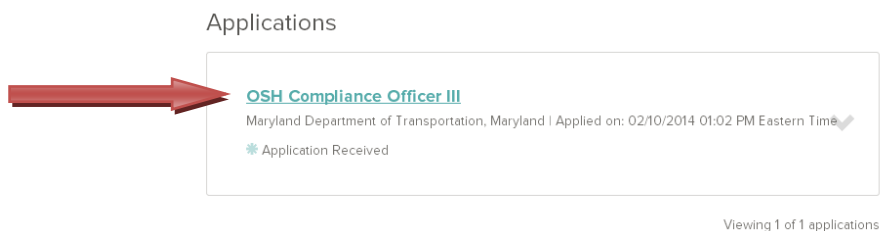
You can check the status of this application by visiting **"Applications"** in the main menu bar.

To Print an Application:

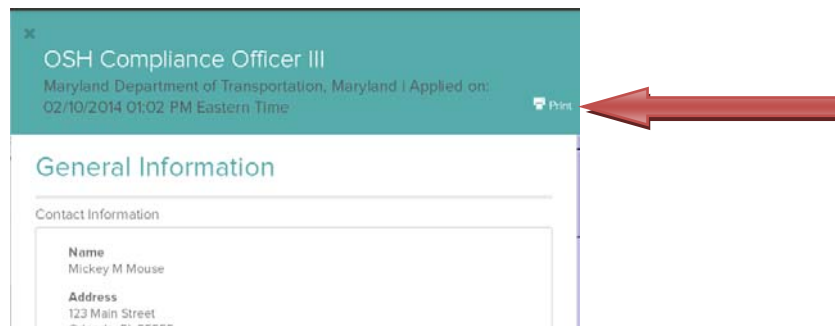
1. From your online account, click the on your User Name.
2. Click on Job Applications.




3. Click on the Job Title to open up the application.



4. Click the Print icon.



5. Print out the application from your browser's print menu.

EMPLOYMENT APPLICATION		
 Maryland Department of Transportation	Maryland Department of Transportation 7201 Corporate Center Drive Hanover, Maryland - 21076 http://www.mdot.maryland.gov Mouse, Mickey M OSH Compliance Officer III	Received: 02/10/2014 01:02 PM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____
PERSONAL INFORMATION		
POSITION TITLE: OSH Compliance Officer III	Job Number: 1312-multi-1/14	
NAME: (Last, First, Middle) Mouse, Mickey M	SOCIAL SECURITY NUMBER:	